

SECRET  
SECURITY INFORMATION

TAB F-1

Estimated Fixed Administrative Expenses for [REDACTED] FY 1954  
25X1A5a1

1. Director's and Administrative Offices

a. Salaries

(1) Director and three staff members [REDACTED] 25X1A1a

(2) Administrative assistant [REDACTED] 25X1A1a

(3) Secretarial and clerical [REDACTED] 25X1A1a

b. Travel

c. Consultants

Total direct cost

Indirect expenses <sup>2</sup>  
(40% of Salaries)

Total, Director's and Administrative Offices

25X1A5a1

1. One-half of administrative salaries is charged as this represents the anticipated proportion of total [REDACTED] financing for fiscal year 1954 25X1A5a1

2. Indirect Expense is applied by [REDACTED] to all research contracts. It is negotiated with the Supervisory Cost Inspector, Bureau of Supplies and Accounts, U.S.N. and computed annually in accordance with Section 15, 300 of the Armed Services Procurement Regulation. It covers such expenses as [REDACTED] administrative and general expenses, plant maintenance, payments for Social Security, Workman's Compensation, pension costs etc.

25X1A5a1

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2. Document Control Room

a. Salaries

	25X1A1a	25X1A1a
(1) Librarian	[REDACTED]	[REDACTED]
(2) Assistant Librarians	[REDACTED]	[REDACTED]
(3) Liaison Assistant	25X1A1a	[REDACTED]
	25X1A1a	[REDACTED]
(4) Messenger Service	[REDACTED]	[REDACTED]

b. Materials and Services<sup>3</sup>

c. Travel

Total Direct Cost

Indirect Expense  
(40% of Salaries)

Total, Document Control Room

25X1A1a

25X1A1a

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<sup>3</sup>. Includes standard references, periodicals, and publications, but not special materials for individual projects.

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TAB F-3

3. Security Control

a. Salaries

- (1) Guards  
(3 full-time, 1 half-time)

25X1A1a

- (2) Supervision<sup>4</sup>

25X1A1a

25X1A1a

Total Direct Cost

Indirect Expense  
(40% of Salaries)

Total, Security Control

25X1A5a1

4. This represents [REDACTED] proportionate share of the salaries of four shift foremen and one superintendent who supervise all guards at the [REDACTED] 5X1A5a1

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TAB F-4

4. Equipment, Maintenance, etc.

a. Equipment 5

b. Office Supplies

c. Maintenance 6

d. Service Charges 7

25X1A1a

Total Cost

25X1A1a

Grand total, estimated fixed administrative expenses

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5. Furniture, typewriters and other items of capital equipment.

6. Service contracts (typewriters, Multilith), vehicle operation, repairs of equipment, etc.

7. Telegraph and long distance telephone charges, petty cash, postage, freight, express.

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